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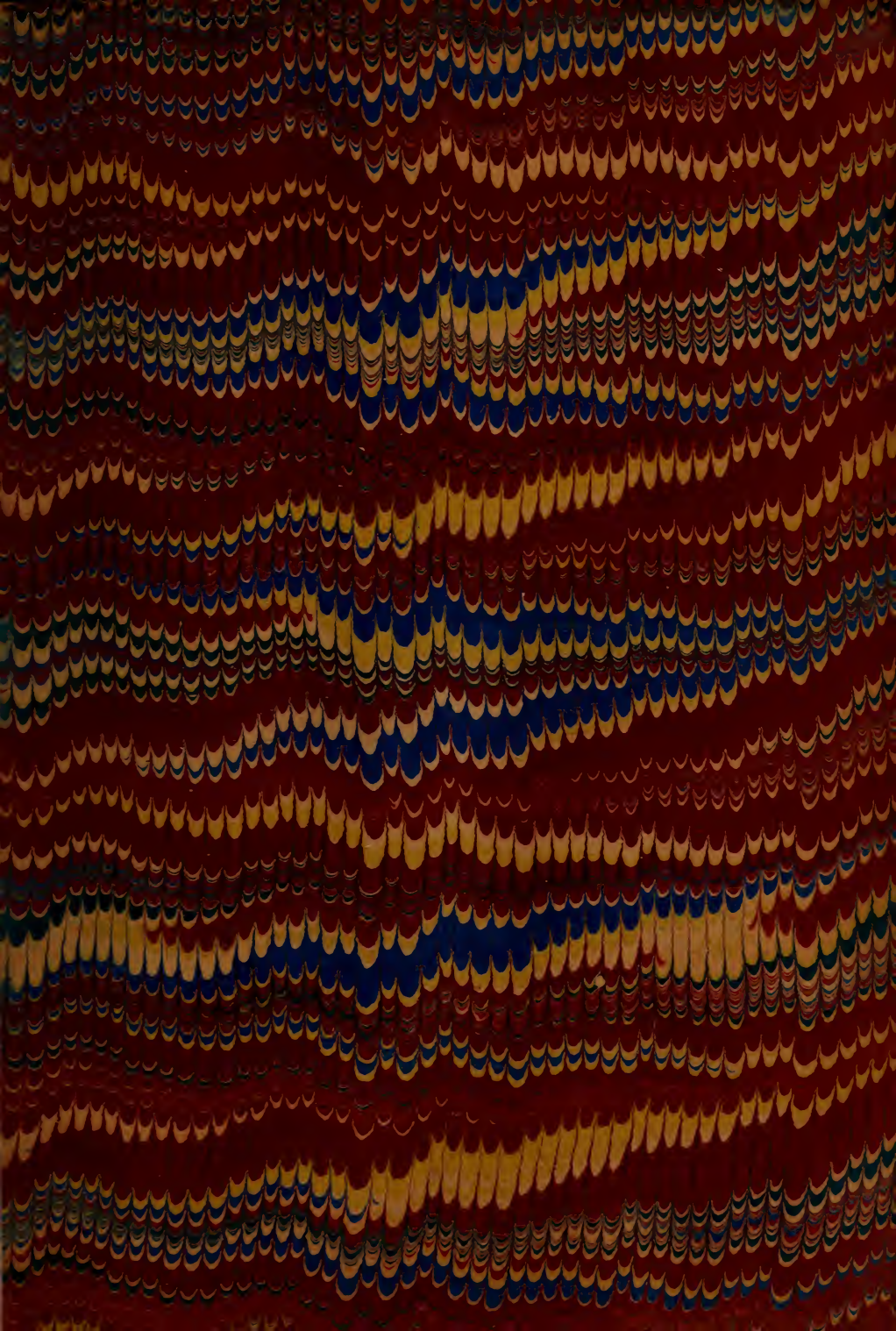
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CONSTITUTION, LAWS AND RULES OF ORDER

FOR THE GOVERNMENT OF

SUBORDINATE DIVISIONS

✓
OF THE

SONS OF TEMPERANCE, of n a.

INCLUDING BY-LAWS OF

..... Division No.

LOCATED AT

.....

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REVISED EDITION.

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PUBLISHED BY

THE NATIONAL DIVISION OF NORTH AMERICA.

1895.

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AUTHORIZED EDITION.

WITH THE CONSTITUTION AND CODE OF LAWS IN THIS BOOK, ARE A SET
OF BY-LAWS AND RULES OF ORDER, WHICH ARE RECOMMENDED
FOR GENERAL ADOPTION. THEY ARE PRINTED FOR
THE NATIONAL DIVISION.

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CONSTITUTION OF SUBORDINATE DIVISIONS

AND CODE OF LAWS.

PREAMBLE.

We, whose names are annexed, desirous of forming an association to enable us more effectually to protect ourselves and others from the evils of intemperance, afford mutual assistance, and elevate our characters, do pledge ourselves to be governed by the following Constitution, Code of Laws and By-Laws.

CONSTITUTION.

ARTICLE I.

NAME.

This Association shall be known as.....Division, No.....Sons of Temperance, of

ARTICLE II.

PLEDGE.

No member shall make, buy, sell or use, as a beverage, any spirituous or malt liquors, wine or cider.

ARTICLE III.

MEMBERSHIP.

Persons fourteen years of age and upwards, and who have not been rejected by, or expelled from, any other Division within six months shall be eligible to membership.

ARTICLE IV.

OFFICERS.

SECT. 1. The officers shall consist of a Worthy Patriarch, Worthy Associate, Recording Scribe, Assistant Recording Scribe, Financial Scribe, Treasurer, Chaplain, Conductor, Assistant Conductor, Inside Sentinel, Outside Sentinel, and Superintendent of Young People's Work, all of whom shall be elected by ballot every three months, viz. : at the last regular meetings in September, December, March and June; and installed the first regular meeting in October, January, April and July.

SECT. 2. No member shall be eligible to the offices of Worthy Patriarch or Treasurer who is under twenty-one years of age, except by dispensation from the Grand Division; provided that no person elevated to the office of Worthy Patriarch, by such dispensation, shall be elected a representative to a Grand Division until twenty-one years of age.

SECT. 3. Each officer shall perform the duties laid down in the obligation and charge at installation, and such other duties as the Grand or Subordinate Divisions may require.

ARTICLE V.

FINANCES.

SECT. 1. The minimum amount to be paid for initiation fees, and dues or assessments, may be regulated by each Grand Division.

SECT. 2. The question of payment of weekly benefits in cases of sickness, or funeral benefits and the amount to be paid, shall be regulated by each Division.

ARTICLE VI.

OFFENCES.

Any member offending against the Constitution, Code or By-Laws, or who shall be convicted of crime by a judicial tribunal, or be guilty of any conduct unbecoming a Son of Temperance, shall be fined, reprimanded, suspended or expelled, as the law may prescribe, and the nature of the case require.

ARTICLE VII.

CARDS, PASSWORDS AND CEREMONIES.

The Cards, Passwords and Ceremonies prescribed and established by the National Division, shall be the only ones recognized or used by the Subordinate Division.

ARTICLE VIII.

RESIGNATIONS AND WITHDRAWALS.

Members can dissolve their connection with the Division or the Order, only in such manner as may be prescribed by law.

ARTICLE IX.

TERMS.

Regular quarterly terms shall commence on the first of October, January, April and July. Members holding office at the close of the term shall be entitled to the full honors of the term.

ARTICLE X.

PROTESTS AND APPEALS.

Every member shall have the right to respectfully protest against the action of the Division, or appeal from its decision to the Grand Division, and through the Grand Division to the National Division. All decisions of the Subordinate Divisions shall, however, be and remain in force, until reversed by the Grand or National Division. No appeal shall be taken after one year from the date of the action appealed from.

ARTICLE XI.

SURRENDER OF CHARTER.

A proposition to surrender the Charter of a Division shall lie on the table at least four weeks, the members being duly notified, and the Charter shall not be surrendered as long as seven members will sustain the Division, holding at least monthly meetings, and electing and installing quarterly a Worthy Patriarch, Recording Scribe, Financial Scribe, Treasurer and Conductor.

No Division shall have a legal existence unless it holds at least monthly meetings and elects and installs quarterly the above-named officers.

ARTICLE XII.

AMENDMENTS.

This Constitution may be altered and amended by a two-thirds vote of the National Division, in regular annual session; but By-Laws which do not conflict with the Constitution and the Code, or the established Rules and usages of the Order, may be enacted by each Subordinate Division.

CODE OF LAWS.

CHAPTER I.

NAME.

The name, number or location of a Division shall be designated and may be changed by the Grand Division.

CHAPTER II.

PLEDGE.

SECT. 1. The manufacture, sale and use of cider and wine, fermented or unfermented, or of any kind of spirituous or malt liquors, or of any kind of intoxicating drinks, as a beverage, whether enumerated in the pledge or not, is a violation of the same, and the simple fact of the manufacture, sale or use of such drinks, by a member, shall be prima facie evidence against such member on a trial for violation of the pledge, so as to devolve on the accused, the necessity of proving that they were not manufactured, sold or used as a beverage.

SECT. 2. A physician's certificate or prescription shall not necessarily relieve a member from a charge for violation of the pledge, as the internal use of the liquors prohibited by the pledge is in no way provided for by our laws; but the Subordinate Division in the case shall be the judge of any wantonness or collusion which may appear in relation to the matter.

SECT. 3. Any person who makes, buys or sells any of the liquors prohibited by this pledge to be used as a beverage, for the accommodation of a friend or customer, although he may not design to make any profit thereon, or any member acting as a salesman in such liquors, as a beverage, or any member buying or selling such liquors as a beverage in any manner, or letting buildings for making, buying or selling such liquors as a beverage, except an agent or officer of the law, acting officially, or an auctioneer required to sell by the terms of the license, violates the pledge.

SECT. 4. In a trial for violation of the pledge, or any other offence, it is the duty of the Committee to notify the accused of the time and place of meeting for the trial, and a notice by mail, after a reasonable time, is a legal and sufficient notice.

SECT. 5. A Division shall have no right to require its members to take any pledge other than that prescribed by the National Division, neither shall it inflict any penalty for a violation of the pledge except that laid down in the Constitution or Code.

SECT. 6. An acknowledgement, personally or in writing, by a member, of a violation of the pledge, is in accordance with the spirit of the Constitution.

CHAPTER III.

MEMBERS.

SECT. 1. The Constitution provides the terms of eligibility to membership, and no Division shall have the right to enlarge or prescribe those terms, except that Divisions paying benefits may require a health qualification.

SECT. 2. The name of a candidate for admission must be proposed by a member, in writing, stating age, residence and business, which must be entered on the record, and the subject referred to three members for investigation, who shall report in writing at the same or the next succeeding regular meeting unless granted further time by the Division, when the candidate shall be balloted for with ball ballots, and if a majority of white balls and not more than four black balls appear, shall be declared elected; but if five or more black balls appear, shall be rejected and so declared. In cases where there is not a majority of white balls and less than five black ballots, the Division, on motion, may proceed to another ballot. A ballot for a candidate who has been rejected may be reconsidered so that the proposition may be withdrawn.

SECT. 3. A proposition for membership shall not be withdrawn, after it has been referred to a committee for investigation, without the consent of a majority of the members present.

SECT. 4. The name of a person constitutionally rejected, suspended or expelled shall not be published in any other manner than the usual notices to Divisions.

SECT. 5. The character of a Candidate for membership may be discussed in a Division any time after the report of a Committee of Investigation, and previous to the ballot being taken; but the ballot is a secret vote, and it is improper to call on any member for the reasons of his vote. The name to be balloted for should always be read openly to the Division.

SECT. 6. Any action of a Division in reference to an individual proposed for membership therein without their consent, is invalid and void; but any person having been proposed after giving such consent, cannot, previous to election or rejection, be proposed in any other Division.

SECT. 7. The name of any person applying for membership by deposit of card, shall be subject to the same proposition, investigation and ballot as a new applicant.

SECT. 8. On the admission of any member to the Division by card, the Recording Scribe shall immediately notify the Division granting the Card of the fact.

SECT. 9. A suspended member is under the control and jurisdiction of the Subordinate Division, and subject to their judgment during such suspension.

CHAPTER IV.

OFFICERS AND HONORS.

SECT. 1. If a Division fails to elect or install its officers at the time prescribed in Article IV, Section 1, of the Constitution, such election or installation may be had subsequently, by leave of the Grand Worthy Patriarch or the Deputy Grand Worthy Patriarch.

SECT. 2. If a Division has no member willing to accept the office of Worthy Patriarch, it shall be taken charge of by the Grand Worthy Patriarch or Deputy Grand Worthy Patriarch, who shall preside over the same.

SECT. 3. In case of the absence of the Worthy Patriarch and Worthy Associate of a Division, the Senior Past Worthy Patriarch present shall preside, which seniority shall be governed by the date of service as Worthy Patriarch.

SECT. 4. A vacancy occurring during the term may be filled at any time by election and installation.

SECT. 5. The seat of any officer may be declared vacant for neglect of duty three successive meetings, by a majority vote, provided one week's notice is given in the Division, and three days' notice given him, personally or by mail, by the Recording Scribe.

SECT. 6. A member joining the Division by card carries with it, and is entitled to, all unforfeited honors.

SECT. 7. A member losing connection with the Order by suspension, expulsion, or voluntary resignation, cannot claim any honors when again joining the Order, and any member acknowledging, or convicted of, the violation of the pledge, shall forfeit all honors previously earned.

CHAPTER V.

FINANCES.

SECT. 1. The initiation fees, quarterly dues, assessments of fines of any member, may be remitted by a vote of the Division.

SECT. 2. When a member is six months in arrears for dues, and the Financial Scribe, having duly notified the delinquent, and such arrears are not paid for one month thereafter, the Division may without charge or trial suspend, or may after charge and trial, expel such member. When a member has been suspended for more than six months the name shall be erased from the roll. Such person may be admitted as a new member.

SECT. 3. Upon reinstatement of a member who has been suspended for non-payment of dues, by their payment the Financial Scribe shall, in open Division, call the attention of the Worthy Patriarch to the matter, and the Worthy Patriarch shall direct the Recording Scribe to note the facts upon the minutes. All Subordinate Divisions that have been notified of the suspension shall be notified of the reinstatement.

CHAPTER VI.

OFFENCES.

SECT. 1. Any member convicted of a crime by any judicial tribunal may be suspended or expelled by a vote of the Division without any formal charge, notice or trial.

SECT. 2. If a member acknowledges a violation of the pledge of the Order, the Worthy Patriarch shall declare forfeited all honors previously earned by such member, and then proceed immediately to call for a ballot on the question of expulsion; if a majority ballot in favor, the Worthy Patriarch shall declare the member expelled, and order the Financial Scribe to erase the name from the books. If a majority do not ballot in favor of expulsion

the membership of the offender shall be retained, and no further action shall be taken, except that the offender shall be reobligated: provided that, in case of failure to reappear for reobligation within thirty days after notification, the vote may be rescinded, and the ballot again taken on the question of expulsion. And should a member retained on such second ballot fail to appear for reobligation within thirty days after such ballot, the Worthy Patriarch shall declare the member expelled.

SECT. 3. Any member who has good reason to believe that a member has violated the pledge, proved false to any of the obligations of a Son of Temperance, or been guilty of conduct unbecoming a member of the Order, shall prefer a charge in writing, stating the nature of the offence and circumstances, as near as may be, of its commission.

SECT. 4. When such charge has been preferred the Worthy Patriarch shall appoint a committee of five members, who shall, as soon as practicable summon the accused and witnesses, pro and con, and investigate the matter.

SECT. 5. The committee shall organize by appointing a chairman and secretary, and they may receive the testimony of those who are not members. The secretary shall keep a correct record of the proceedings, with such testimony as may be presented, which record shall be produced to the Division, at the call of any member after the committee have reported.

SECT. 6. The Committee shall report the charge "sustained" or "not sustained," as is warranted by the evidence before them.

SECT. 7. If the committee report the charge "not sustained," and the Division adopt the report, all further proceedings shall be stayed, but if the Division does not adopt the report, the matter shall proceed as if the committee had reported the charge "sustained." If they report the charge "sustained" or if there be a majority and a minority report, the subject shall be laid upon the table until the next meeting, and the accused notified to be present.

SECT. 8. Upon a final hearing of the case by the Division a ballot shall be had, when, if a majority vote against sustaining the charge, the case shall be dismissed; if a majority vote in favor of sustaining the charge the penalty shall be fixed by a vote of the Division unless the law prescribes the penalty, in which case it shall be enforced by order of the Worthy Patriarch.

SECT. 9. If the accused is found guilty of violating the pledge the Worthy Patriarch, after declaring forfeited all honors previously earned by such member, shall proceed to ballot as in Section 2nd of this Chapter.

SECT. 10. In case of expulsion the vote shall always be taken by ballot, and in no case shall a member be present when a vote or ballot is taken on his case, under this Chapter, either by the Committee or the Division.

CHAPTER VII.

CARDS, PASS-WORDS AND CEREMONIES.

SECT. 1. Before a member shall be entitled to a travelling card all dues must be paid in advance for the full time such card is desired, and the fee for the card.

SECT. 2. A member with a travelling card shall be allowed to visit on his giving the travelling password which was in use at the time of its issue.

SECT. 3. A withdrawal card must be applied for in open Division, personally or in writing. The application shall lie upon the table one week, when, if there is no charge against the member, and all demands due on the books of the Financial Scribe, and the fee for the card have been paid, the Worthy Patriarch shall direct the card to be issued, and his membership shall cease in the Division. Provided that when a Subordinate Division fails to hold a regular meeting for four consecutive weeks, a member entitled under this section to a card shall have the same granted by the Worthy Patriarch and the Recording Scribe upon a certificate of the Financial Scribe that such member is clear upon the books. The Division shall, however, have jurisdiction over the conduct of a member to whom the card is granted until the card is received by another Division, and for sufficient cause may revoke the same.

SECT. 4. If a Subordinate Division surrenders or forfeits its Charter or is suspended, the Grand Division having jurisdiction shall have the right to grant a Clearance Card to each of the members of said Division making written application for the same who may be deemed worthy by said Grand Division; and said card shall be of the same value and liable to the same jurisdiction as a Withdrawal Card.

SECT. 5. If a member in possession of a Clearance Card shall be guilty of an offence, a charge shall be made to the Grand Worthy Patriarch, or deputy, who shall transfer the same to a Subordinate Division in the vicinity of the accused, for trial in the usual form; and in case of a conviction the Grand Division granting such card shall be notified of the action.

SECT. 6. A member who has taken a Withdrawal or Clearance Card is not entitled to the password nor can he claim the right to enter a Division.

SECT. 7. Visiting members not being able to give the quarterly password, may be admitted if vouched for as prescribed in the B. B.; but a Division shall have the right to refuse admission to visiting members who can work their way, upon being satisfied that they have lost their membership or been irregularly admitted, or have previously deported themselves improperly in the Division.

SECT. 8. The password may be withheld from a member against whom a charge has been preferred.

SECT. 9. A Worthy Patriarch may communicate the Quarterly or Travelling Password to a travelling member when requested so to do by the Worthy Patriarch of the Division, in writing, under the seal of the Division.

SECT. 10. Portions of the ceremonies may be omitted by a two-thirds vote of the Division; provided that in no case shall the obligation be dispensed with.

SECT. 11. Every member during the session of the Division, shall be clothed in appropriate regalia or badge, unless excused by a vote of the Division. The Representatives to the Grand Division and National Division present may wear the regalia of their respective bodies unless they are serving in some office, in which case they must be clothed in the proper official regalia or badge.

CHAPTER VIII.

RESIGNATIONS.

SECT. 1. A member may dissolve connection with the Order by paying all demands on the books of the Division, and tendering a written resignation; such resignation shall lie upon the table one week, when if not withdrawn, the request shall be granted, unless there be a charge preferred against such member or notice given that such will be done at that or the following meeting.

SECT. 2. A member who has resigned may be restored to membership in the Division from which he resigned by the usual ballot, without initiation, within three months, by again signing the Constitution, and paying the initiation fee.

CHAPTER IX.

CHARTERS.

SECT. 1. If applicants for a Charter fail to present themselves for initiation within three months after the organization of the Division, their names shall be erased from the Charter and the first names signed to the Constitution after the charter members shall be inserted in place thereof, in case the constitutional number is deficient.

SECT. 2. The name of a regularly admitted member shall in no event be erased from the Charter.

SECT. 3. At the opening of a new Division the officiating officer shall be authorized to add to the number of the charter members, at the request of the applicants, returning the names so added in his report.

CHAPTER X.

AMENDMENTS.

This Code of Laws shall not be repealed or amended, nor any part thereof except by a two-thirds vote of the National Division.

ORDER OF BUSINESS.

1. Opening of the Division.
2. Roll of Officers called.
3. Reading of Records of last meeting.
4. Report of Committees on Candidates for Membership.
5. Balloting for Candidates.
6. Initiation of Candidates.
7. Are any of the Members sick?
8. Reports of Visiting Committees.
9. Has any member violated the Pledge?
10. Reception and disposal of Communications and Bills.
11. Reports of Committees.
12. Proposals for Membership, by Initiation or by Card.
13. Unfinished Business.
14. New Business.
15. Good of the Order.
16. Closing the Division.

The "Order of Business" may be changed to suit circumstances by the presiding officer, but no item can be omitted without a majority vote of the Division.

ELECTION OF OFFICERS.—Last regular meetings in March, June, September and December.

INSTALLATION OF OFFICERS.—First regular meetings in January, April, July and October.

GENERAL ELECTION OF REPRESENTATIVES TO THE GRAND DIVISION.—First regular meeting in the term in which the annual session of the Grand Division is held.

BY-LAWS.

ARTICLE I.

MEETINGS.

SEC. 1.—The regular meetings of this Division shall be held on evening of each week, and the Division shall be called to order at o'clock, from April 1st to August 31st, and at o'clock from September 1st to March 31st.

SEC. 2.—Special meetings may be called by the W. P., on the written request of five members; and notice of a special meeting for the transaction of business shall be given at least twenty-four hours before such meeting is to be held.

SEC. 3. Seven members shall constitute a quorum for the transaction of business.

SEC. 4.—The W. P. shall take the chair precisely at the time appointed for the meeting of the Division, and shall call the members to order; and on the appearance of a quorum shall proceed to business in the order specified on the preceding page.

ARTICLE II.

OFFICERS AND THEIR DUTIES.

SEC. 1.—The officers and their duties shall be such as are designated in the Constitution and Code of Laws and these By-Laws; and each officer must be free from all charges upon the books at the time of his installation.

SEC. 2.—The R. S. shall notify all persons of their election to membership, and of the time they are expected to present themselves for initiation.

SEC. 3.—The F. S. shall keep a correct list of members in good standing, to be used in a call for yeas and nays, and at all elections of officers when required by the Division.

ARTICLE III.

FINES, PENALTIES AND DUES.

SEC. 1.—Should any officer be absent for more than three successive meetings, without sufficient excuse, the seat may be declared vacant by a vote of the Division; but a motion to that effect shall be made at least one week before action is taken upon it, and notice thereof shall be given to the delinquent officer by the R. S.

SEC. 2.—The regular dues of this Division shall be for male members _____ cents per quarter, and for female members _____ cents, payable at the last meeting of each term to entitle them to the password and a vote in the Division.

SEC. 3.—Every member who shall be the means of depriving the Division of the use of its regular books, papers, or necessary furniture, at a regular meeting, shall be reprimanded, fined, suspended, or expelled at the discretion of the Division.

SEC. 4.—Any member who shall bring charges against a member without sufficient evidence, or who shall knowingly propose an unsuitable person for membership, shall be subject to reprimand, fine, suspension, or expulsion.

SEC. 5.—Any member divulging the name of a member who shall think proper to speak or vote against a candidate for membership, or making public any business which should be confined to the Division, shall be subject to be reprimanded, fined, suspended, or expelled, at the pleasure of the Division.

SEC. 6.—Every member who shall change his place of residence must notify the R. S. of the same. An elected or appointed officer should not leave the Division before the close thereof, without permission of the W. P.

SEC. 7.—Any member who shall in the Division make use of any improper language, or refuse to obey the commands of the W. P. when called to order, or use disrespectful expressions towards the officers or members of this Division, shall be subject to reprimand, suspension or expulsion, at the pleasure of the Division.

SEC. 8.—It shall be the imperative duty of the W. P. to enforce all penalties provided in these By-Laws; and nothing but a majority vote of the members present at a regular meeting shall relieve the delinquent of the consequences.

ARTICLE IV.

MEMBERSHIP.

SEC. 1.—The initiation fee to this division shall be _____ for males, and for females, to be paid to the F. S. previous to signing the Constitution.*

SEC. 2.—A candidate for membership who neglects to appear for initiation within three months after election, must be again proposed in order to become a member.

SEC. 3.—In balloting for members the Conductor shall place the ballot-box in full view of the W. P., who, with the W. A. only, shall examine the ballots after the poll is closed, and declare the result.

* The better custom is for the F. S. to accompany the W. A. and collect the initiation fee in the ante-room before the candidates enter.

SEC. 4.—Every member on being admitted shall sign the Constitution and Code of Laws and By-Laws, and thereby agree to support the same, and to pay all legal demands against him or her so long as he or she remains a member.

ARTICLE V.

STANDING COMMITTEES.

SEC. 1.—Three Standing Committees shall be appointed by the W. P. on the first evening of each term, viz : A committee on Propositions for new members; Finance committee, and a committee on the Good of the Order.

SEC. 2.—The Committee on Propositions shall consist of the W. A. and two members to whom all applications for membership shall be referred.

SEC. 3.—The Finance Committee shall consist of three members. It shall be their duty to superintend the financial affairs of the Division; to inspect and audit, at the close of each quarter, the accounts of the F. S. and T., and at all times those of officers and committees charged with the receipt or expenditure of the moneys of the Division; and all bills presented to the Division shall be subject to their approval previous to being paid, except the per capita tax due the Grand Division, which shall be paid before installation, to the Deputy, without action by the committee. They shall be authorized to examine the books and accounts of any officer or member of any committee of the Division whenever they shall think proper, and shall report as speedily as possible on all matters they may have on hand.

SEC. 4.—The Committee on the Good of the Order shall consist of the W. P. and two members. They shall have entire charge of the social exercises of the Division.

SEC. 5.—It shall be the duty of every member of a committee to attend upon its meetings, and perform such services as are required, and the chairman shall report all delinquents to the Division.

ARTICLE VI.

SPECIAL COMMITTEES.

SEC. 1.—Special committees may be appointed by the W. P. or the Division, as circumstances may require, with such authority and duties as may be officially given to or required of it.

SEC. 2.—At the elections of officers, the W. P. shall appoint three tellers to receive and canvass such votes as shall be legally offered; and they shall report the result to the W. P., by whom it shall be announced to the Division.

ARTICLE VII.

DONATIONS.

No donations shall be made from the funds of the Division, nor shall money be appropriated or used for other purposes than defraying the necessary expenses of the Division, except by a three-fourths vote of all members voting, the motion having been made one week previous to action on the same.

ARTICLE VIII.

REPRESENTATIVES TO THE GRAND DIVISION — HOW AND WHEN ELECTED.

SEC. 1.—The Division, at the first regular meeting in the term in which the annual session of the Grand Division is held (and at any other intermediate term throughout the year, if need be), shall ballot separately, and with ball ballots, for Representatives to the Grand Division. The W. P. and all* P. W. P's shall be eligible to be elected to represent this Division in the Grand Division.

SEC. 2.—The Division may pay to one or more Representatives to the Grand Division, a sufficient sum for all necessary expenses.

ARTICLE IX.

AMENDMENTS.

No part of these By-laws shall be repealed or altered, unless a proposition to that effect, in writing, be presented to the Division at least two weeks previous to action thereon, when, if two-thirds of the members present vote in favor of the same, it shall be adopted; provided, however, it shall be in the power of the Division to suspend any article of the By-laws by a two-thirds vote of the members present, excepting this article; but such suspension shall in no case go beyond the meeting of the Division at which it is suspended.

RULES OF ORDER.

DUTIES AND PRIVILEGES OF THE WORTHY PATRIARCH.

I. It shall be the duty of the Worthy Patriarch to preserve order, and to conduct all business before the Division in a prompt and impartial manner.

II. The Worthy Patriarch shall state every question properly presented to the Division, and before putting it to vote shall ask, "Is the Division ready for the question?" Should no member offer to speak he shall rise to put the question, and after he has risen no member shall be permitted to speak on it.

III. The Worthy Patriarch may speak to points of order in preference to other members of the Division, rising from his seat for that purpose; he shall announce all votes and decisions, and decide questions of order, subject to an appeal to the Division by any two members, which appeal, if required, shall be in writing.

IV. When an appeal is taken from the decision of the Worthy Patriarch, he shall put the question thus: "Shall the decision of the Chair be sustained?"

* A person appointed to act as P. W. P., at the organization of a Division, is not thereby made eligible to election as a Representative to the Grand Division.

V. When the decision of any vote is doubted, the Worthy Patriarch shall direct the Conductor to count the votes in the affirmative and negative, and report the result to him.

VI. When two or more members rise to speak at the same time, the Worthy Patriarch shall decide which is entitled to the floor.

MOTIONS.

VII. A motion must be seconded and repeated from the Chair before any action can be taken on it; and, if required by any member, it shall be reduced to writing.

VIII. A motion may be withdrawn by the mover and seconder before amendment, postponement, or order to lie on the table, or decision; and, if withdrawn, the proceedings had thereon shall not appear on the minutes.

IX. The name of a member making the motion shall be entered on the minutes.

X. On a motion to "strike out and insert," the part to be amended shall first be read as it stands, then the words proposed to be struck out and those to be inserted, and finally the paragraph as it would stand if so amended.

XI. Any member may call for the division of a question which contains propositions so distinct that one being taken away the rest may stand entire, for the decision of the Division.

DEBATE.

XII. When a member is about to speak, he shall rise and respectfully address the Worthy Patriarch, confining his remarks to the question before the Division, avoiding personality or unbecoming language.

XIII. No member while speaking shall be interrupted except by a call to order.

XIV. No member shall speak more than twice except for explanation when misrepresented, without a vote of the Division, which shall be taken without debate.

XV. No member in debate shall impeach the motives of a fellow-member, treat him with personal disrespect, or pass between him and the Chair while he is speaking.

XVI. Any conversation calculated to disturb a member while speaking, or hinder the transaction of business, shall be deemed a violation of order, and if persisted in, shall incur censure.

XVII. On questions of order there shall be no debate unless, entertaining doubts on the subject, the Worthy Patriarch invites it, or unless an appeal is taken from his decision, when no member shall speak more than once, unless by leave of the Division, which shall be decided without debate.

XVIII. When a member is called to order he shall immediately take his seat until the point of order is decided; if there be no appeal the decision of the Worthy Patriarch shall be submitted to, and if the case require it, the member so called to order shall be liable to the censure of the Division.

XIX. When a member is called to order for words spoken, the objectionable words shall, if required, be reduced to writing.

PRIVILEGED QUESTIONS.

XX. When a question is before the Division, the only motions in order shall be :

1. To adjourn.
2. To lay on the table,
3. The previous question.
4. To postpone indefinitely.
5. To postpone to a definite period.
6. To refer.
7. To divide, if the sense will admit of it.
8. To amend.

to take precedence as herein arranged, and the first three to be decided without debate.

XXI. When the previous question is called for by five members it shall preclude all other motions and all debate. It shall be put in this form: "Shall the main question be now put?" If decided in the affirmative the vote shall at once be taken in the same order as if the previous question had not been ordered.

ADJOURNMENT.

XXII. A motion to adjourn shall always be in order, except, 1st, While a member is speaking; 2nd, While the Division is voting; or, 3rd, When to adjourn was the last preceding motion. A motion to adjourn cannot be amended, but when to adjourn to a given time or place, it is open to amendment and debate.

TAKING A VOTE.

XXIII. When the presiding officer has commenced taking a vote, no further debate or remark shall be admitted, unless a mistake has been made; in which case the mistake shall be rectified, and the presiding officer shall re-commence taking the vote.

XXIV. When the decision of any question is doubted, the presiding officer shall direct the Conductor to count the vote, in the affirmative and negative, and report the same to him.

XXV. The yeas and nays upon any question before the Division may be called for by two members, and upon the assent of one-third of the members present shall be so taken. They may be called for at any time before a peremptory decision of the vote by the chair.

XXVI. In taking the yeas and nays, the R. S. shall call the roll and record the yeas and nays; after the roll is called, the result shall be read aloud to rectify mistakes, if any, after which the R. S. shall hand the record of the vote to the W. P., who shall announce the result.

XXVII. In voting by yeas and nays, all present, in regular standing, and entitled, must vote, unless excused by the Division; but no member shall vote who was not in the room at the time the question was put. A motion to excuse shall be decided without debate.

NOT DEBATABLE.

XXVIII. Questions not debatable :

1. To adjourn, when to adjourn simply.
2. To lay on the table.
3. For the previous question.
4. To take up any particular item of business.
5. Granting leave to speak.
6. Granting leave to withdraw a report or resolution.
7. To excuse from voting.
8. Questions of order, where the decision of the Worthy Patriarch has not been appealed from, nor the question submitted by him to the Division for debate.

COMMITTEES AND THEIR REPORTS.

XXIX. All reports of Committees, except those of progress, shall be made in writing if demanded by the W. P., and signed by a majority.

XXX. When a majority report is followed by a report from the minority of a committee, the former, after being read, shall lie upon the table until the latter is presented, after which, upon motion, either may be considered.

XXXI. When a report has been read it shall be considered as properly before the Division without a motion to accept.

XXXII. When a report to which a resolution is attached is submitted, action shall only be taken on the resolution, unless the report be considered improper or incomplete, in which case it may be recommitted.

XXXIII. No report or resolution properly before the Division shall be withdrawn without its permission, to be given without debate.

XXXIV. When no resolution is submitted with a report, it shall be competent for the Division to alter or amend it.

MISCELLANEOUS.

XXXV. When a motion is postponed indefinitely it shall not come up again during the term.

XXXVI. An amendment to an amendment shall be entertained, but it shall not be in order to amend an amendment to an amendment.

XXXVII. A question may be reconsidered any time during the session, when moved and seconded by members who voted in the majority; but a motion for reconsideration being once made and decided in the negative, shall not be renewed during the same session.

XXXVIII. All resolutions shall be submitted in writing.

XXXIX. Members who are entitled shall vote on all questions, unless excused by the Division. A motion to excuse shall be decided without debate.

NOTE.—To avoid ambiguity of expression throughout this book, the masculine form of the pronoun is used, but it is in all cases to be construed as referring to either sex.

BLANK FORMS.

Proposition.

I propose... .. age....., occupation....., residence....., as a proper person to become a member of....., Division No....., Sons of Temperance.

(Date) (Signed) A—— B——.

D—— E——, }
F—— G——, } References.

Charge.

To the W. P. of..... Division No....., S. of T.

I charge Brother (or Sister)..... with violating Article II. of the Constitution.

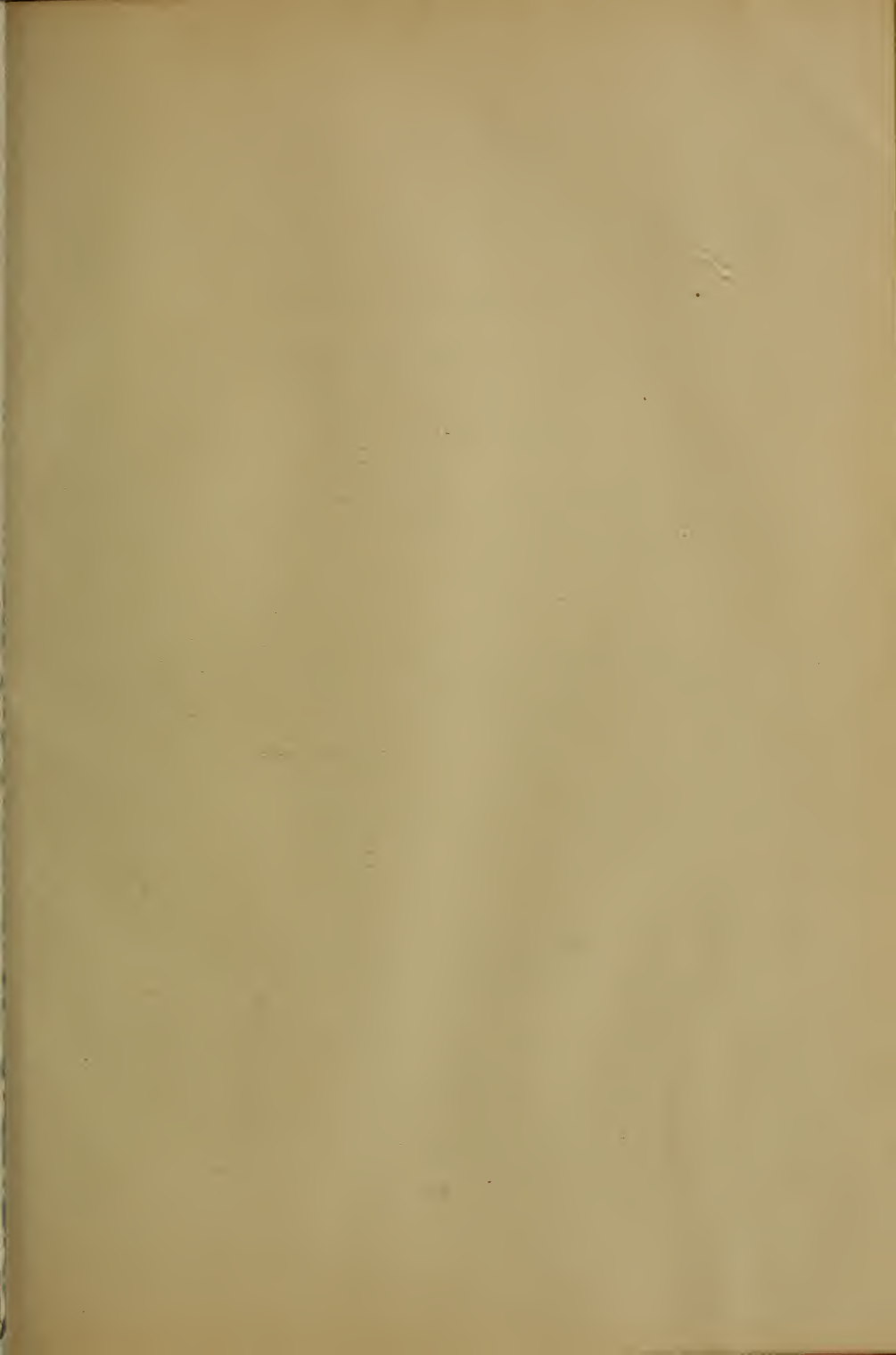
Specification.

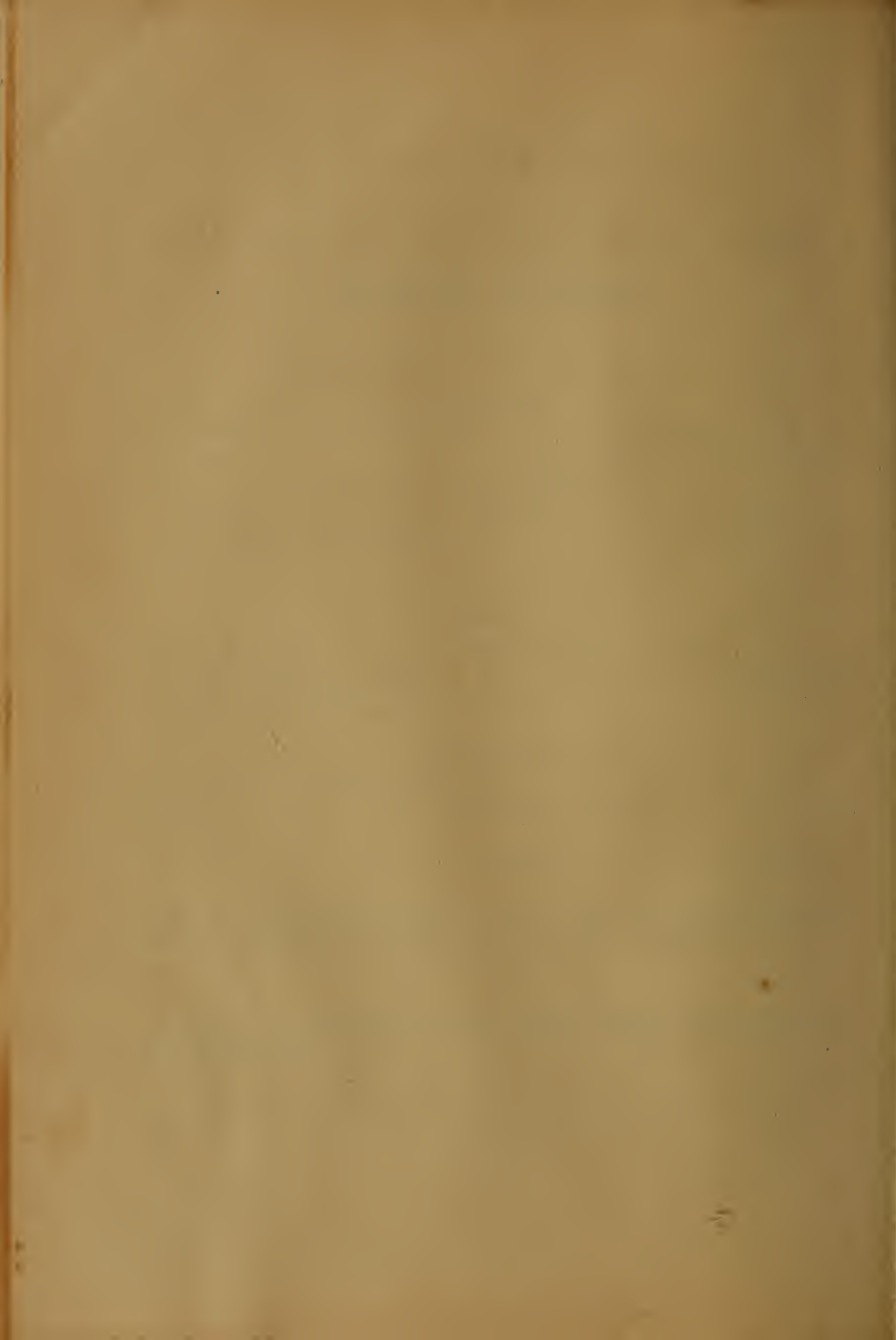
In drinking intoxicating liquors at....., on..... evening,, 18...., between the hours of..... and.....

(Signed) _____,

A copy of this charge should be given or sent to the implicated member immediately after the investigation committee has been appointed.

Charges and specifications for other offences should be practically in the same general form.





CONSTITUTION,
LAWS AND RULES OF ORDER

FOR THE GOVERNMENT OF

SUBORDINATE DIVISIONS

OF THE

SONS OF TEMPERANCE,

INCLUDING BY-LAWS OF

Division No.

LOCATED AT

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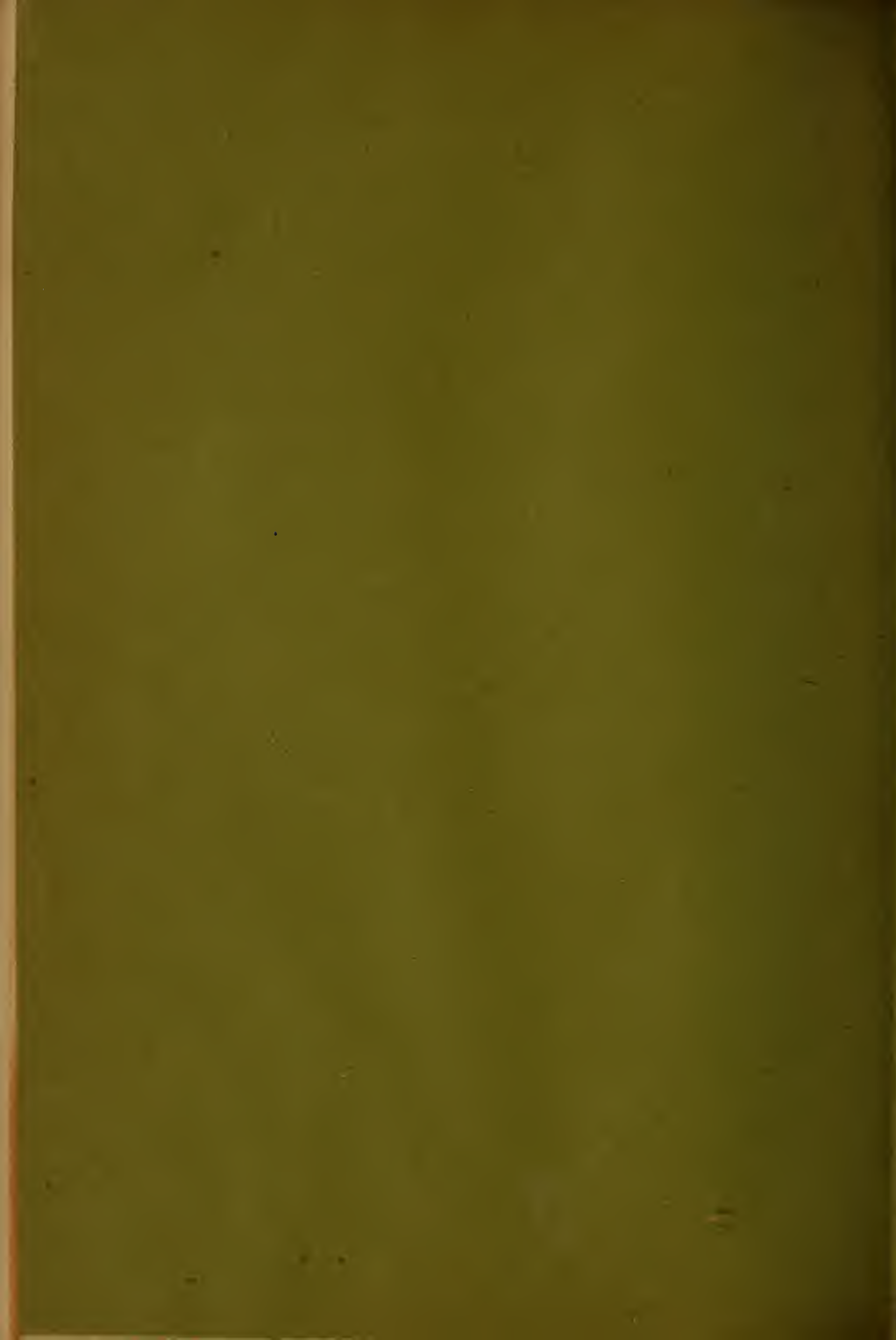
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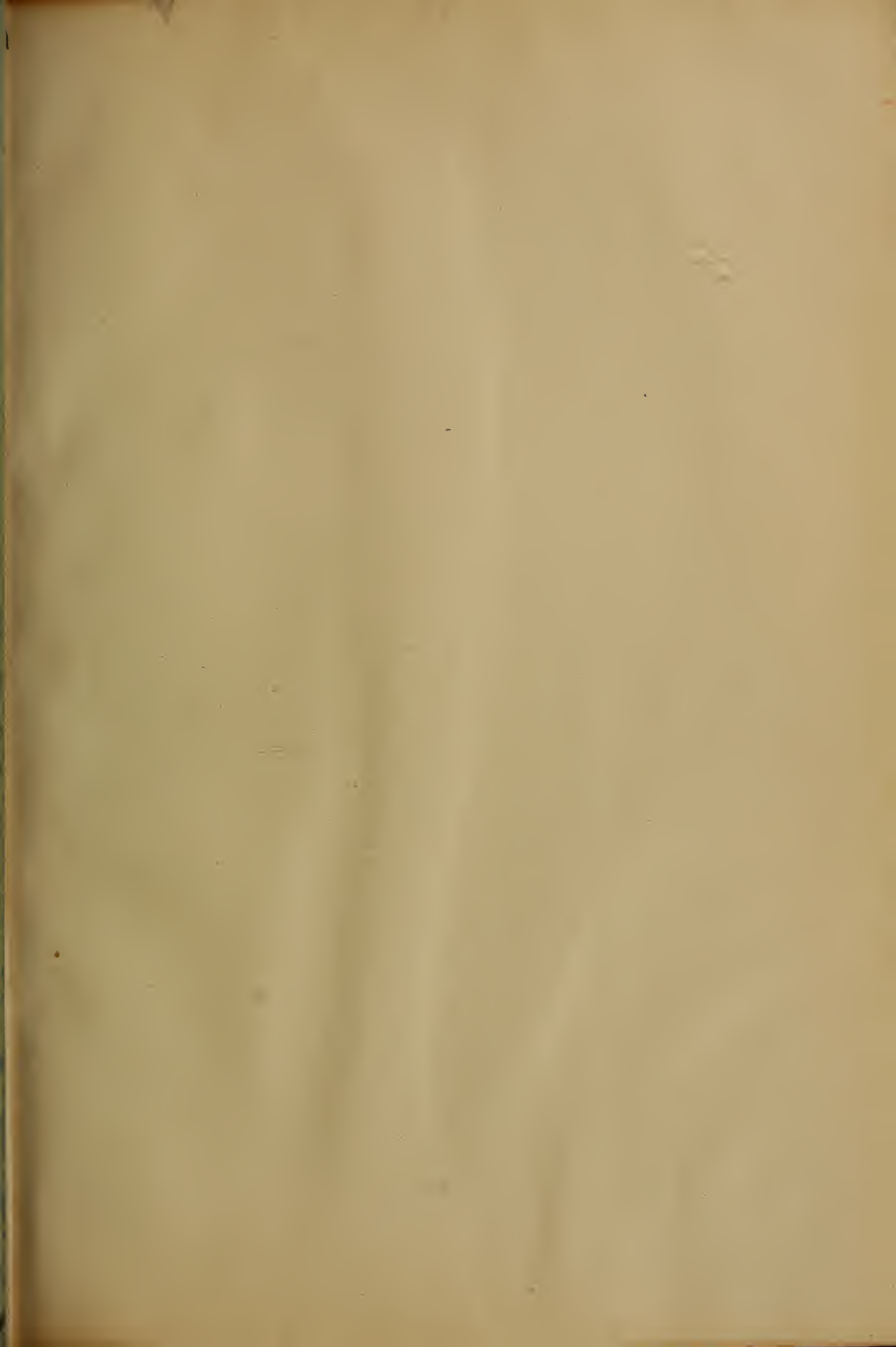
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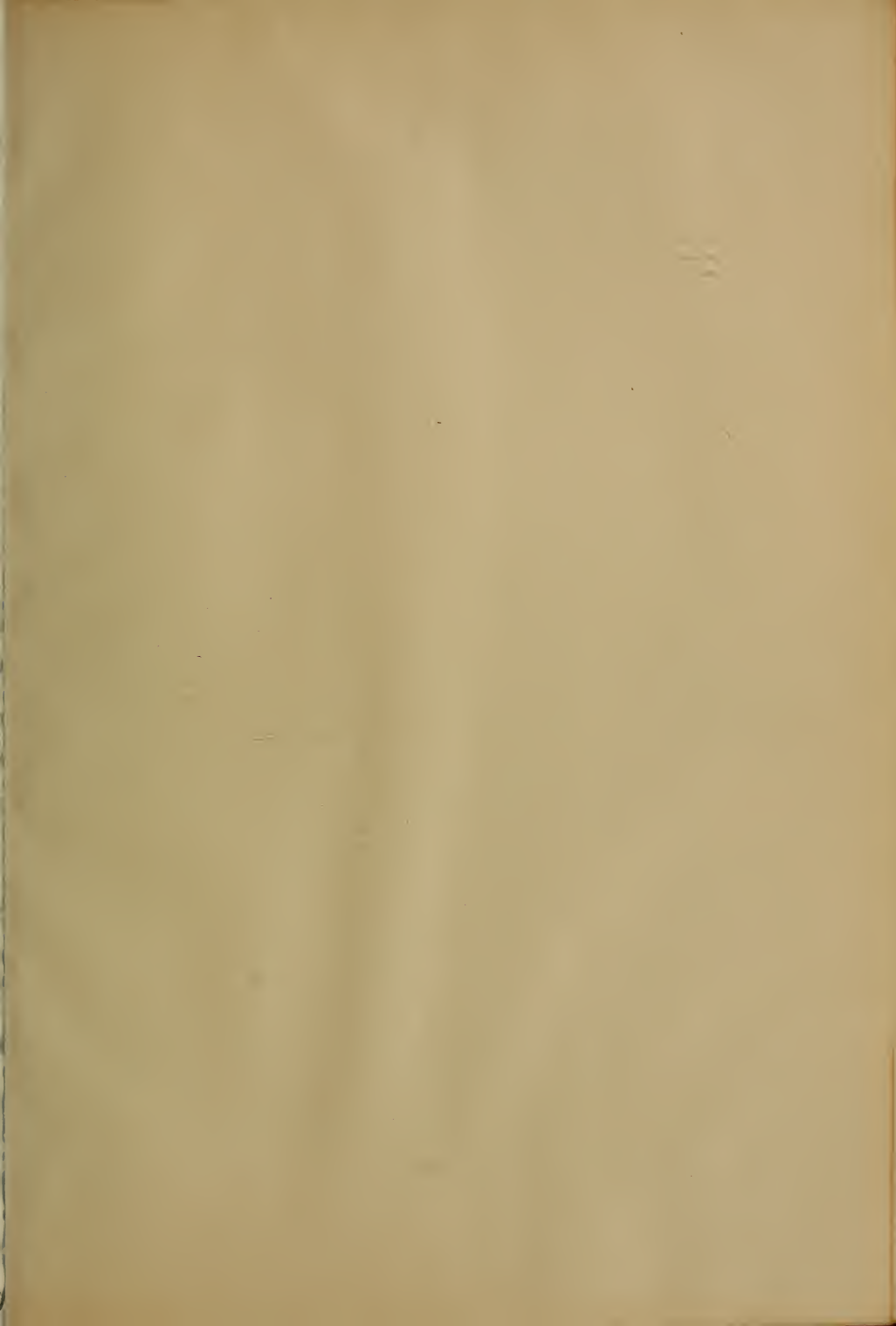
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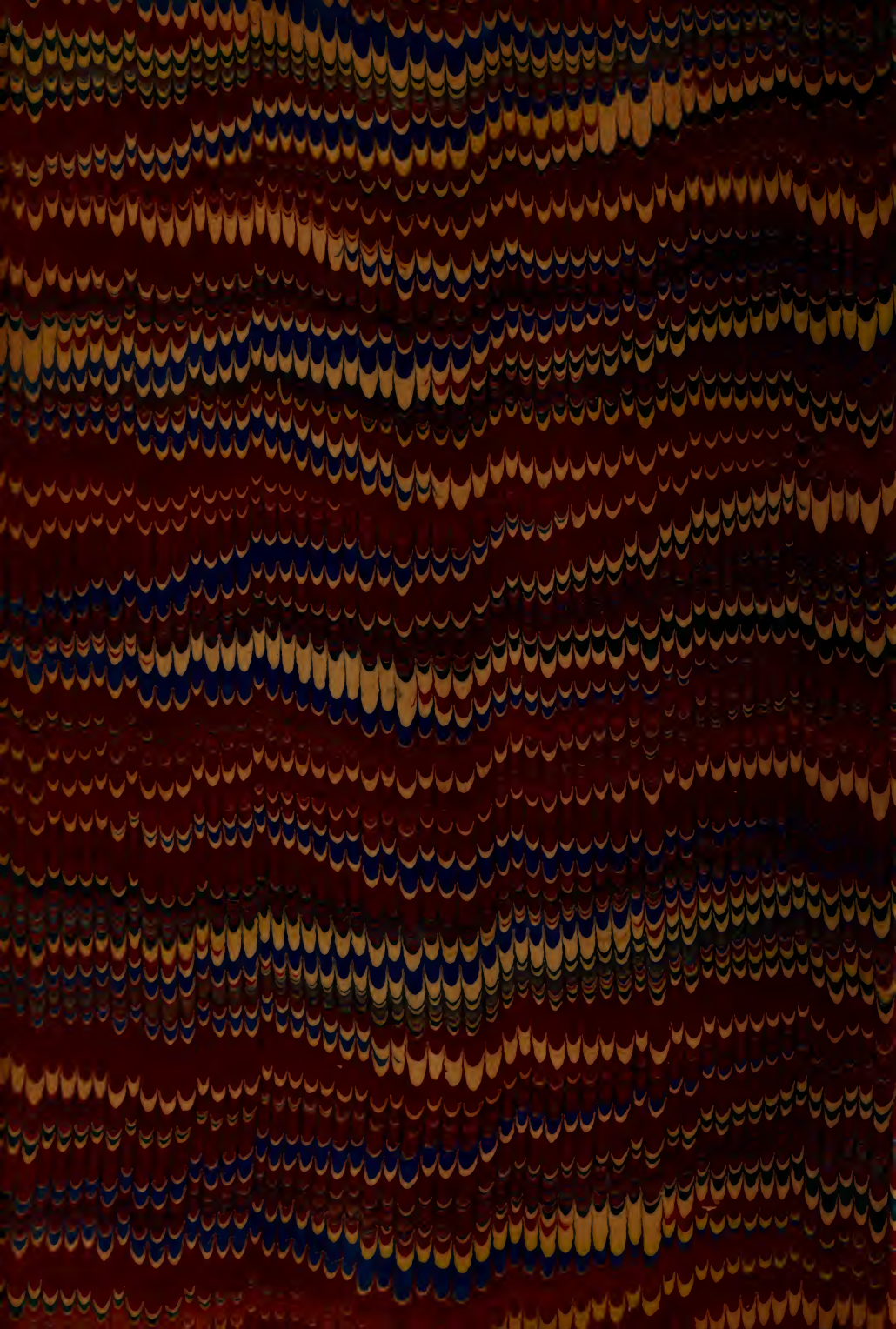


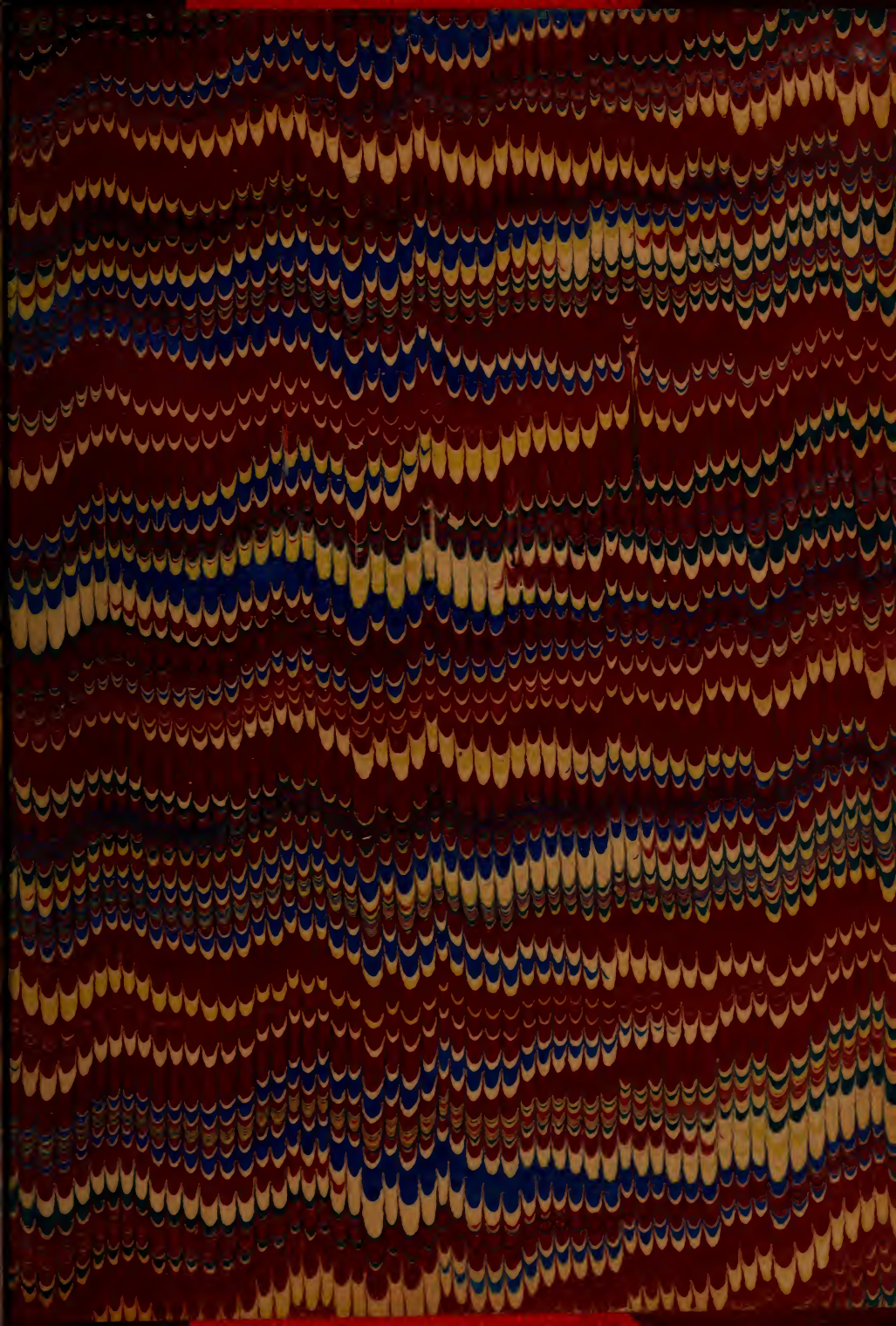












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